

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 20 November 02
Meeting Time: 1000~1200 **Meeting Place:** Kaizen No Yochi

People Present: RE, DRE, XO, C10, RPAO, C130 (Recorder/ Facilitators)

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
<p>1. ROICC Relocation Plan: Mr. Koepsell presented the ROICC relocation plan in BLDG 1828 and F-60. RFMS team members reviewed and approved on 2nd Deck of BLDG 1828 and F-60. However, Team members agreed the plan on 1st Deck of BLDG 1828 need some adjustments.</p> <p>2. 90 Day Task List:</p> <p>Goal 1- Working. CAPT Orndoff would like to get with all the support function managers. He would like to complete draft Con Ops Manual by the end of December. Goal 2-For Tactic 2.3.2.1, Contacted N46 what IT is required for Utilities standard application. Obtained cost estimate, and Mr. Roundtree will review with Fukawa-san. Completed Tactic 2.2.1.2. Other tactics are in progress. Goal 3- Working. LCDR King, Atsugi started first portion of Ops Manual. Goal 4- Working CAPT(S) queried Southwest Division for Lessons Learned, awaiting response from SWD. Goal 6- Trying to get RADM's calendar to brief him on prioritization proposal.</p> <p>3. Discuss Leave/ Liberty policy for Thanksgiving Period: RE and BM has made their decision on leave/ liberty policy during Thanksgiving period. RE XO to sent message out to Military, USCS and MLC.</p> <p>4. Roundtable:</p> <p>XO- Distributed his draft schedule of RADM Cellon's visit. RFMS Team reviewed it and gave him a direction. - Working on Maintenance, Utilities and Transportation BLM positions. RPAO- Mr. Iwane and his team is working on selection of CNFJ MLC billets. RE - CDR(S) Cordel will be on board in Mid December. CAPT (S) Hemstreet will turn over With Cordell. - Need to talk about DoDDs transportation Issue with BM. DRE- GOJ will accept our requirement on Nishikyusyu issue.</p>	